

Maryland Department of Public Safety & Correctional Services
Human Resources Services Division

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Gary D. Maynard
Secretary

Romaine V. Reid
Executive Director

Recruitment & Examination Announcement

Please Note: This is a position-specific recruitment for the Department of Public Safety and Correctional Services. **The resulting eligible list will be used to fill current and future vacancies in Correctional Facilities in Hagerstown and Cumberland, MD only.** Those interested in future vacancies in this job classification in other regions will need to reapply at that time. Applicants certified to this list will remain eligible for one year.

Recruitment For: **CORRECTIONAL DIETARY OFFICER TRAINEE**
 10-4020-904
 (Please list both title and announcement number on your application.)

Starting Salary: **\$31,610 - \$49,299 (Grade 12) – Reflects salary reduction effective 9/23/09)**

Closing Date: **June 16, 2010**

Position Duties: A Correctional Dietary Officer Trainee is the entry level of work involving the custody, security and supervision of adult inmates in food preparation and serving of meals at correctional institutions. Employees in this classification do not have supervisory responsibility for other employees.

Employees receive close supervision from a Correctional Dietary Supervisor or Correctional Dietary Services Supervisor. Employees are assigned to day, evening, night or rotating shifts. Employees are subject to call-in during emergencies and staffing shortages. Work is performed in a correctional institution kitchen, and employees are continually exposed to inmates who may be abusive and hostile and have access to a variety of kitchen utensils which could be used as weapons. The work may involve moving objects weighing twenty-five pounds or more.

Minimum Qualifications:

Education - High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience - None.

Note - The above educational requirement is set by the Correctional Training Commission in accordance with Correctional Services Article, Section 8-209.

Licenses, Registrations and Certificates:

1. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.
2. Some positions in this classification may require the operation of a motor vehicle for the transportation of inmates or supplies. Employees assigned such duties will be required to acquire the appropriate Maryland driver's license.
3. Employees who have not already done so must complete and successfully pass the Entrance Level Correctional Training Course required for the Maryland Correctional Training Commission certificate during the probationary period.

Special Requirements:

1. Selection standards for correctional officer certification are established by the Correctional Training Commission in accordance with Correctional Services Article, Section 8-209 of the Annotated Code. These selection criteria are listed in detail in the Code of Maryland Regulations, Title 12, Subtitle 10, Chapter 01 and include the following:

U.S. Citizenship or Resident Alien status
Must be at least 21 years of age
A completed background investigation
Oral interview
Physical examination.

2. Employees are subject to call 24 hours a day and, therefore, will be required to provide the employing agency with a telephone number where they can be reached.
3. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

Selection Process:

The examination will consist of a written examination. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

Mail State Application (MS-100 Form) to:
MD Department of Public Safety & Correctional Services
Recruitment & Examination Unit
6776 Reisterstown Road Suite 309
Baltimore, MD 21215-2342

Application forms (MS-100) may be obtained from the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3060, or may be downloaded from www.dbm.maryland.gov.

Equal Opportunity/ADA Employer

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